

General Services Administration  
All Applicant Data Report  
Announcement Number: 1800478ASMP-01  
Position Title: Supervisory Program Analyst  
Staging Area Number: SA-GSA-0001

Name:   
SSN:   
MIDX:   
Address1:   
Address2:   
City:   
State:   
Country:   
Post Code   
Plus4:   
Telephone   
Telephone   
Email:



United States Citizen: Y  
Veterans' Preference: (b) (6)  
Military Service Dates (Start of Service - End of Service):  
(b) (6)  
Location(s) Applied to: Washington DC, DC(US)

**Vacancy Questions and Responses**

What locations do you wish to apply to?  
Washington DC, DC(US)  
What Grades do you wish to apply to?  
14

**Grade: 14**

Specialized experience is defined as: supervising and leading staff specialists and analysts with the development and management of the internal/external audit and resolution communications.

1. Do you possess one year of specialized experience equivalent to at least the GS-13 grade level in the Federal service as defined above?

**Answer (0.00 points):**

1. Yes

**All Grades**

PLEASE NOTE: The system has a navigation bar at the top of the each screen. Proceed through each step, providing any required information and documents until you reach the "Application Review" screen. To submit your application, you must select the "Submit Application" button at the bottom of the page or your application will be considered incomplete and you will not be considered for this vacancy. You may return to your application to make any changes or edits at any time prior to midnight Eastern Time of the closing or deadline of the announcement. If you make any changes to your application, be sure to navigate back through the steps and select the "Submit" button on the "Application Review" screen. Once you submit your application, you will be forwarded to the "Confirmation Page" where you can download all or part of your application, return to USAJOBS or GSA's dashboard.

1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

**Answer (0.00 points):**

4. This position would not be a promotion as my current position is at the same or higher grade.

2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have

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not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

**Answer (0.00 points):** No rating received as I have not reached one year at GSA.

Please Note: Effective January 1, 2010, the Office of Personnel Management (OPM) must authorize any employment offers we make to current or former (within the last 5 years) political Schedule A, Schedule C or Non-Career SES (Political) employees in the Executive Branch. So, if you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.

**3.** Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

**Answer (0.00 points):**

2. No

If you answered **Yes** then answer the following questions.

**3.1.** Please provide the following information regarding your most recent political appointment: Position Title; Type of Appointment (i.e., Schedule A, Schedule C, or Non Career SES); Agency; Dates held (beginning and ending dates)

**Answer (0.00 points):**

**4.** I have performed the following leadership functions in work unit or team assignments:

**Answer (30.00 points):**

1. Set standards, expectations, and deadlines
2. Developed, updated, and executed portions of operating budgets
3. Planned the work to be assigned to employees
4. Established work schedules and worksite assignments
5. Assigned tasks and responsibilities to employees
6. Reviewed completed work for technical adequacy and timeliness
7. Followed up with employees to assure timeliness in meeting milestones
8. Resolved conflicts, differences, or problems
9. Coached and mentored employees to achieve desired results
10. Reported progress to senior management
11. Implemented work completed
12. Evaluated the effectiveness of completed assignments or projects

**5.** Do you have experience leading work teams which included assigning work, setting employee priorities, evaluating employee performance, rewarding employees, resolving employee complaints, and effecting disciplinary actions?

**Answer (30.00 points):**

1. Yes

**6.** From the choices below, please select the response that best matches your level of expertise and experience utilizing qualitative and quantitative analytical methods and techniques to develop strategic assessments and identify the desired to be state conducting gap analysis and providing corrective recommendations.

**Answer (11.25 points):**

**4.** I independently performed these functions for both recurring program analysis projects and special requirements where no precedents existed; planned and carried out the assignment, consulted with others as necessary, and resolved any conflicts. I kept my supervisor advised of progress regarding any controversial conflicts or issues, and/or matters that affected policy or had far-reaching implications. My work was reviewed for compliance with regulations and effectiveness in meeting requirements.

**7.** I have performed the following functions as they relate to analyzing quantitative and qualitative data to provide decision-making information:

**Answer (11.28 points):**

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1. Utilized multivariate analysis to perform workforce data analysis modeling and forecasting
2. Utilized Excel or other similar programs to create various tables, such as pivot tables.
3. Analyzed data pulls, provided meaningful input to proposed issues where data may have appeared inaccurate, and provided solutions.
4. Integrate data from multiple sources to draw conclusions and make recommendations.
5. Created repeatable report and dashboard templates to distribute and communicate data
6. Developed ad hoc reports

8. Select the choice(s) which represents the type of written communication you have prepared as a regular part of your job.

**Answer (16.11 points):**

1. Briefing papers
  2. Congressional correspondence
  3. Studies and reports
  4. Policy and procedural guidance
  5. Correspondence to senior level officials inside and outside of your employing organization
  6. Explanation of changes in laws and regulations
  7. Speeches
  9. Correspondence to external entities
  11. Research documents
9. From the choices listed below, please select the one that best reflects your oral communication skills:

**Answer (25.00 points):**

4. I have made formal presentations and briefings to senior managers, supervisors, employees and members of outside groups.

10. Do you have experience in audit resolution including applying its governing laws, regulations, methodologies, and/or policies?

**Answer (60.00 points):**

1. Yes

11. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

**Answer (0.00 points):**

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

**Assessment Questions**

**GRADE: All Grades**

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of

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inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

**Answers:**

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

**Answers:**

3. Please describe two examples of your work and its positive outcomes that reflects your expertise in using qualitative and quantitative analytical methods and techniques to develop strategic assessments, identify the desired to be or could be state, and provide corrective recommendations. Your response will be limited to 4,000 characters which is approximately one typewritten page in length.

**Answers:** As the AF Logistics Enlisted Career field Functional Manager, I utilized qualitative and quantitative analytical methods to assist the United States Air Force (USAF) work force development. Both methods were instrumental in assisting with the planning and development of a certification program for the USAF's Logistics Managers workforce, totaling over 12 thousands personnel. First, qualitative research was conducted to determine which private sector certification program existed that best align with the training and development of the USAF logistics managers. We accessed various programs to determine: program quality, time to complete, industry recognition, and finally cost effectiveness. Qualitative methods such as: questionnaires, personal interviews, and manpower data gathering were used. These methods allowed our team to identify two solid options for credentialing the workforce. The qualitative data proved invaluable in the development of a pilot program for an USAF wide certificate accreditation programs. Once the qualitative analyses yielded three solid accreditation programs we utilized quantitative analytics to determine the success of the programs. First we selected a percentage of Active Duty, Guardsmen and Reserve military personnel nationwide to complete each of the accreditation programs. We selected the same number of personnel for each of the service component and for the same developmental level. We tracked the progress for each member through completion. The quantitative analyses yielded results which were used to identify gap in the USAF Logistic Managers developmental training. The data received was critical in the development of training program that eliminated a 12% Air Force wide proficiency gap; and provided the desired outcome for a certified Logistics Management workforce that equaled private sector certifications. As a second example, I use quantitative analysis to prioritize my audit portfolio and reduce the number of open audit recommendations. I analyze open recommendations and categorize them by status. I use priority, aging, and litigation as categories. I concentrate my efforts on the numbers of open priority and aging recommendations. I use less time on audits in litigation because they cannot be resolved until court action is completed. The quantitative analysis has been a catalyst; and a tremendous impacted to my ability to prioritize audit resolution/closure. This is a proven approach, evident in a 50% reduction in open GAO recommendations in the past 12 months for the agency.

4. Please describe your experience in audit resolution, its governing laws, regulations, methodologies and/or policies. Provide specific details which reflect the level and complexity of your experience. Your response will be limited to 4,000 characters which is approximately one typewritten page in length. Provide the name, title, and email address of a supervisor who can support your experience.



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**Answers:** My experience with audit resolution expands over 20 years. My expertise ranges from managing process that were audited successfully, serving as auditor on performance audits, to controlling and tracking audit resolution at the highest level of a government agencies. The Government Accountability Office (GAO) established the most accepted classification in government auditing: the Generally Accepted Government Auditing Standards (GAGAS), also known as the Yellow Book. GAGAS is also utilized by the federal inspector generals (IGs) and many government other audit organization. GAGAS must be followed when auditing any activity that uses federal funding. Government audits are classified into three separate types of work: o Financial Statements audits o Attestation engagements o Performance audits Some additional federal laws affecting agency accountability and auditing are: o Inspector General Act of 1978 and Inspector General Reform Act of 2008 - Created independent and objective units to conduct and supervise audits. The act also mandated that agency heads and congress must be informed of problems and deficiencies. o Prompt Payment Act of 1982 - Requires government to pay interest to contractors when payments are delayed more than 30 Days. o Federal Information Security Management Act (FISMA) of 2002 - Established annual reviews, independent evaluations and OMB reporting. o Chief Financial Officers (CFO) Act of 1990 - Established Annual Financial management reporting and updated 5-year plan. o Government Performance and Result Act of 1993 - Provided strong congressional direction for auditors' involvement in audits of performance data. As an audit Program Manager, I work with the program offices to foster communication with OIG and GAO auditors to build collaborative professional relationship. During the field work phase, I create a transparent environment between the program office and the auditors which ensures all data collection is satisfied completely and on time. In report phase, I coordinate responses for the offices of OIG, GAO, and Congressional Officials in an expedient positive manner. In addition to the review process, I also edit and revise the responses as necessary prior to submittal. A comprehensive review of the corrective actions for sufficiency and timeliness are accomplished to achieve ultimate resolution. During final phase known as implementation, I work with the Program Offices to ensure the corrective actions resolve deficiencies as well as prevent future re-occurrences. Corrective and preventative measures are important in ensuring effective and efficient operations. Often times, implementing auditors' recommendations result in cost savings to the agency and the tax payers. Supervisor who can support experience:

**Phase Scores**

**GRADE: 14**

Phase: REQUIRED VACANCY QUESTIONS

Phase Date: 07/30/2018

Min Pass Score: 70.00

Phase Score: 97.98